



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	Administrative Specialist
3	Posting Number	PN# 106698
4	Department	Information Technology Department
5	Division	Administration
6	Section	Director's Office
7	Reporting Location	611 Walker, 8 th Floor
8	Workdays & Hours	Monday – Friday, 8:00 a.m. – 5:00 p.m. <small>*Subject to change</small>
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Compiles data for use in a variety of reports, surveys, inventories and studies; composes, edits, types and delivers correspondence, speeches, reports, directives, etc; maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information; assists in department budget preparation and monitoring; assists in planning and implementing department sponsored activities and programs; coordinates special projects and conducts field investigations to evaluate project progress; provides technical guidance and assistance to clerical staff; maintains and organizes filing systems; creates, maintains and updates databases of contacts and project teams; answers, screens and re-directs phone calls; schedules, organizes and prepares for meetings.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 20 lbs.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year for year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> <ul style="list-style-type: none">Proven track record of proficiency, high productivity, and efficiency;Ability to prioritize and quickly adapt to a fast-paced and changing environment;Excellent communication skills with demonstrable proficiencies in written communication that is grammatically correct and free of spelling errors;Verifiable proficiencies in MS Office, particularly MS Word, Excel, PowerPoint and Outlook; andExperience and a proven track record working in an executive or senior staff level environment. Include a writing sample and resume in the initial submission of your application.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is: <div><div>\$1151 - \$1996 Biweekly</div><div><u>Salary Range – Pay Grade 20</u> \$ 29,926 - \$ 51,896 Annually</div></div>	
18	<u>OPENING DATE</u>	September 7, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.	

An Equal Opportunity Employer

